

East of the River Arts Initiative

D.C. Commission on the Arts & Humanities

✓ **Deadline**

Thursday, June 12, 2003 at 7:00 PM

All applications must be received at the Commission by this time.

✓ **Required EOR Workshop**

▪ **Tuesday, May 13, 2003**

Marshall Heights Community Center, 5:00-6:30 PM
3939 Benning Road, NE, Washington, D.C.

• **Thursday, May 29, 2003**

D.C. Commission on the Arts and Humanities, 12:00-2:00 PM
410 8th Street, NW, Fifth Floor, Washington, D.C.



APPLICATION
GUIDELINES FOR
FY 2004

..... **About the Commission**

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

About the East of the River Arts Initiatives Program

The D.C. Commission on the Arts and Humanities, with support from the National Endowment for the Arts (NEA), is awarding non-matching grants to organizations for arts activities in underserved communities. An underserved community, as defined by the NEA, is one in which people genuinely lack access to arts programs, services, or resources for geographic, economic, cultural, sociopolitical, physical, or other demonstrable reasons. The Commission's East of the River Arts Initiative program focuses on arts activities east of the Anacostia River ("East of the River"). The program seeks to develop arts organizations by strengthening organizational structures, developing audiences, and increasing arts presentations East of the River. Eligible projects include support for arts activities, programs and managerial staffing assistance. As a new component, grantees will be required to regularly attend Technical Assistance workshops designed to assist in the development of action steps that will strengthen that organization's overall infrastructure.

Eligibility

To be eligible, an organization must have a principal operating facility east of the Anacostia River (Wards 7 & 8) in the District of Columbia. Organizations must also have both federal (IRS) and D.C. tax exempt status by the application date and have a representative attend one of the required workshops. D.C. tax exemption will be subject to D.C. Department of Consumer and Regulatory Affairs' verification. Organizations must be in good standing as a condition for receiving funding. Incomplete application will not be forwarded to panel for review.

Required Workshop (see dates above)

All applicants must attend one of the two workshops listed under required Workshop (above). The workshop must be attended by the project director or a designated representative. The workshop will provide an opportunity to ask questions and help applicants prepare a more competitive application. A document verifying workshop attendance will be distributed. One copy of the workshop attendance verification document must be included with the application.

[Proveemos asistencia en ESPAÑOL con previo aviso.](#)

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

D.C. Commission on the
Arts and Humanities
410 Eighth Street, NW, 5th Floor
Washington, DC 20004
(202) 724-5613, (202) 724-5614
(202) 727-4135 FAX
(202) 727-3148 TDD
<http://dcarts.dc.gov>

Anthony Gittens,
Executive Director



Government of the
District of Columbia
Anthony A. Williams, Mayor



Accessibility Services



Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Funding Categories

Eligible organizations may apply in either or both categories listed below. Grantees will be required to regularly attend Technical Assistance workshops designed to assist in the development of action steps that will strengthen that organization's overall infrastructure. The meetings will also help to expand the grantees' knowledge of resources available to them as members of the District of Columbia's arts community. The grant amount limits are indicated beside each category.

- **CATEGORY 1: Managerial and Staffing Assistance Up to \$20,000**

Eligible organizations may apply for funds to strengthen their managerial and financial capabilities to ensure long-term viability. Eligible proposals include, but are not limited to: funding for a staff position or the consulting fee for a management expert to enhance the functioning of the organization's arts programs. Organizations are especially encouraged to apply for development staff positions that will continue beyond the grant period. Applicants must indicate in the project description the long-term impact of the project on the organization.

- **CATEGORY 2: Arts Presentations and Activities Up to \$5,000**

Eligible organizations may apply to present arts activities in the District. Priority will be given to activities that take place in the target area east of the Anacostia River. Eligible projects include, but are not limited to: festivals, concerts, visual arts exhibitions, literary readings, performances, etc.

Grant Amounts/Notification

The grant period is October 1, 2003 through September 30, 2004. All projects and activities proposed must take place within those dates. Grantees are required to document project expenses incurred within the grant period and present final narrative and financial reports. The maximum grant amounts are indicated under FUNDING CATEGORIES (above). There is no matching requirement. Notifications on grant decisions will be mailed to all applicants after October 17, 2003.

Evaluation Criteria

The Commission will review and evaluate applications based on proposal feasibility, artistic merit, community impact, managerial capability, and financial capability. Priority will be given to arts presentations and activities planned to occur east of the Anacostia River. Applicants will be provided the opportunity to make a five minute presentation to the panel as a part of the review process. The presentation is optional. To schedule a presentation, please call the Arts Commission at (202) 724-5613 after the deadline date. Grant award recipients are also subject to evaluation and/or site visit(s) by the Commission during the grant period. More details on the evaluation criteria can be found on pages 18-19 in the FY2004 Guide to Grants booklet.

Required Artistic Support Materials

Applicants must also submit one copy of recent work samples that demonstrate the artistic merit of the organization or project participants and a self-addressed, stamped envelope for return of support material. Please label work. All labels must include applicant's name, artist's name, title of work and date of work. Work sample must not be more than two years old.

Required support materials by discipline:

- CRAFTS AND VISUAL ARTS: 10 slides of work presented
- DANCE: up to 2 videotapes of representative work
- MEDIA: up to 2 videotapes or audio cassettes of representative work
- THEATER: up to 2 sample programs (or videotapes)
- LITERATURE: sample of work published or presented (9 copies)
- MUSIC: up to 2 audio cassette tapes of work presented
- MULTIDISCIPLINARY/INTERDISCIPLINARY: any of the above that demonstrates work in 2 or more disciplines

NOTE: Audio cassette tapes and videotapes must be cued to the desired segment. Panelists will likely review no more than three minutes of the tapes.

HOW TO APPLY

All Applicants

Submit TEN packets containing the required materials for each funding category. Materials must be collated in the order listed. (ONE original packet and NINE copies must be submitted.) Please do not use cover letters or binder folders.

Staple or binder clip each packet. Each packet must include:

- ☐ Completed application form (including the project summary).

Category 1 Applications

- ☐ A narrative (up to 2 single spaced pages) including a brief history of the organization, the goals of the project, the timetable, the location of the project, a statement regarding the long-term impact the funding will have on the development of the organization, the project's impact on the community, how your programs are made accessible to persons with disabilities, and a statement on how project goals will be accomplished.
- ☐ Resume of the staff person and/or a position description that explains the duties and responsibilities of each prospective employee or consultant, if applicable.
- ☐ An organizational staffing chart, highlighting the staff position(s) for which funding is requested, if applicable.

Category 2 Applications

- ☐ A project description (up to 2 single spaced pages) that includes the goals of the project, the timetable, the location of the project, identification of the targeted community, how your programs are made accessible to persons with disabilities and a statement regarding how the project will impact the community for which the project is intended.

All Applications

- ☐ FY '03 EOR grantees should briefly list the accomplishments of the funded project and related activities. Use up to one page. Provide supporting documentation as appropriate.
- ☐ A list of board members and their arts affiliation(s).
- ☐ Resumes of project director and key artistic and administrative personnel.
- ☐ A detailed project budget, including expense and income projections. (Project budget for Category 2 and general organizational budget for Category 1).
- ☐ A budget narrative describing each line item. Purchase of equipment with grant funds of \$500 or more per unit with a life expectancy of more than two years is not allowable.
- ☐ An accessibility plan describing organization's accessibility services and how the projects are made accessible for participants with disabilities. Refer to page 9 of the Guide to Grants for more information. Use up to one page.
- ☐ A 2002 financial statement signed by the fiscal officer of the organization submitting the application. If 2002 is not available, submit 2001. **Also, please include a projected budget and expenses for 2003 and for 2004.**
- ☐ Brief description of sample work submitted (e.g. slide identification sheet).
- ☐ Up to four (4) different types of written support materials such as press clippings, sample programs, brochures, letter(s) of community support, etc.

NOTE: The Original Packet must have the application form bearing an original ink signature and ONE copy of the following items:

- ☐ Evidence of both Federal (IRS) and D.C. tax exemption.
- ☐ Proof of workshop attendance. No application will be accepted unless documentation of attendance to the required workshop is provided.
- ☐ Copy of Metropolitan Police Department Background Check (for individuals working with children and youth).
- ☐ Copy of Tuberculosis Screening (for staff directly working with children and youth).

Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

✓ **SUBMIT: ONE ORIGINAL PACKET and 9 COPIES,**
 COLLATED, BINDER CLIPPED or STAPLED, of the signed
 application form and its attachments. Please type.

Category (circle one)

1 2

Application No. ____ of ____
 (If multiple applications)

Artistic Discipline ☐ Crafts ☐ Dance ☐ Literature ☐ Media ☐ Theater
 ☐ Visual Arts ☐ Music ☐ Multidisciplinary ☐ Interdisciplinary/Performance Art

Organization's Legal Name _____

Address (P.O. Box not Accepted) _____

WDC, Zip Code _____ Ward # _____

Executive Director/CEO _____

Telephone _____ Fax _____ Email _____

Project Director _____

Telephone _____ Fax _____ Email _____

Website _____

DC Tax Exempt # _____ Federal ID # _____

Date Founded _____ Date Incorporated _____ 2002 Income _____ 2002 Expenses _____

Indicate work sample submitted (i.e.: 10 slides, 1 videotape, etc.) _____

PROJECT SUMMARY (up to 30 words, use the space provided, do not photo reduce)

Project Budget \$ _____

Amount Requested \$ _____

Number of artists participating _____

Number of individuals benefiting (including audience) _____

I hereby certify that the information in this application and its attachments is true and correct to the best of my knowledge.

Signature of Executive or Managing Director _____ Date _____